

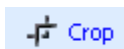
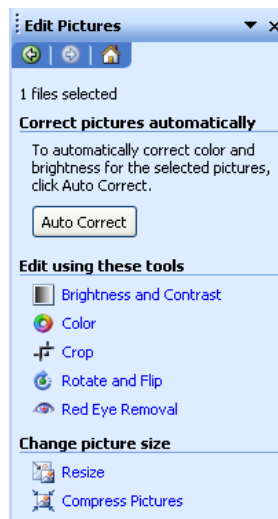
Picture Manager (Quick Sheet)

To edit pictures in Picture Manager on this computer, double click on the picture.

*On your own computer, go to Start>Programs>Microsoft Office>Microsoft Office Tools>Microsoft Office Picture Manager. Once you do this once, your pictures should automatically open in this. *

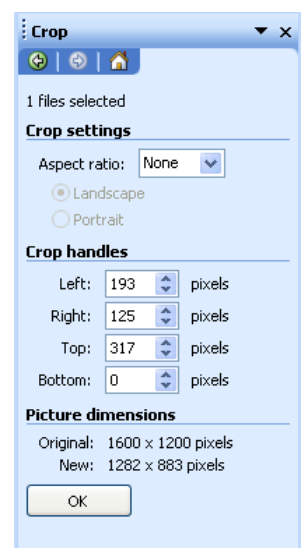
Editing Pictures

Click on **edit pictures**.



Crop

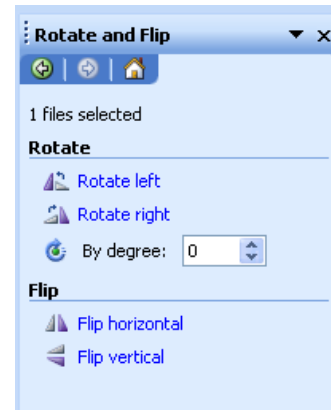
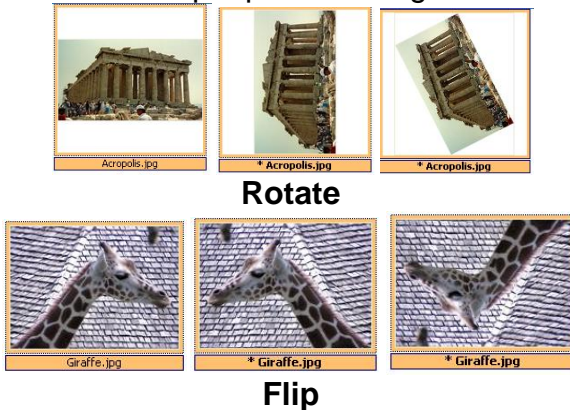
- Drag the picture handles to the size you would like. Click OK.
- You can also choose an automatic size to crop by selection the Aspect Ratio.



Rotate and Flip

Rotate and Flip

- You can rotate or flip a picture using this tool.

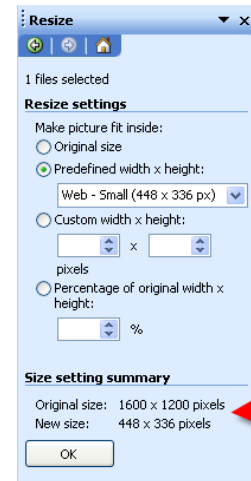


Changing picture size: These tools are useful when you plan on printing, emailing or using pictures in a flipchart.

Resize

Resize

- Choose a predefined size, a custom size, or a percentage of original size.
- Note that at the bottom of this window, it will give you the original and new size of the pictures by **pixels**.



Compress Pictures

Compress

- Choose a purpose for compression. (Documents may be a good size for flipcharts).
- Click **OK**.
- Note that at the bottom of this window, it will give you the original and new size of the pictures by **file size**.

